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*American Consulate General*  
*Mumbai*

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**Vacancy Notice**

**Mumbai**

**Date: June 16, 2009**

The American Consulate General, in Mumbai is seeking an individual for the position of "Consular Investigations Clerk" in the Fraud Prevention Unit of the Consular Section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted.**

**ANNOUNCEMENT NUMBER: 13/2009**

**OPEN TO:** All Interested Candidates

**POSITION:** Consular Investigations Clerk; FSN-1430-06  
BLA-301009 (Personal Services Agreement)

**OPENING DATE:** June 16, 2009

**CLOSING DATE:** June 29, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** EFM/NOR: Grade: FP-08  
Ordinarily Resident: FSN-06

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

**BASIC FUNCTION OF POSITION**

Performs all clerical work related to consular anti-fraud investigations. Reports directly to the FPU Supervisor, the Fraud Prevention Officer (FPO), and then to the FPU/ACS/IV/NIV unit chiefs.

Has primary responsibility to maintain all FPU files, track the location and progress of all fraud investigation cases, and prepares statistical reports of FPU activities. Arranges logistics for consular field investigation trips, including coordinating with the transport/travel sections and contacting local officials, as necessary. Assists in preparation of case summaries for field investigations. Collates loose case papers into Category-1 visa files, ensuring that all CAT-1 files meet regulatory requirements, and that all related refusals are entered into CLASS. Coordinates consular DNA testing with local hospitals. Assists in ACS, IV, and NIV units with basic consular work, as required. Performs other duties as directed by the FPU Supervisor or the FPO.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school required.
2. One to two years of experience in office clerical and secretarial work.
3. Level IV (fluency) English and Gujarati. Level III (Good Working Knowledge) Hindi and Marathi.
4. Basic familiarity with visa processing. Good working knowledge of internal operating procedures, and familiarity with organizations normally contacted by investigative staff. Previous experience with the Internet to conduct research is particularly required.
5. Ability to maintain accurate records. Ability to use and maintain Windows-based computer systems, particularly MS Word, MS Excel, and MS Access. Ability to maintain contacts at the working level. Ability to conduct telephone inquiries, sometimes on pretexts, in order to determine bona fides of applications. Ability to type at level II (less than 40 w.p.m.).

## **SELECTION PROCESS**

When equally qualified, and if funding permits, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following:

1. Application for employment [Application Form](#)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: Ms. Ann E. Gabrielson  
78, Bhulabhai Desai Road  
Mumbai 400 026.

## **POINT OF CONTACT**

Shyju B. Kombath  
Human Resources Office  
Telephone: (022) 2363-3611 – 18 Extn. 4302  
Fax: (022) 2368-9016  
Email: [MumbaiHRCareer@state.gov](mailto:MumbaiHRCareer@state.gov)

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: COB June 29, 2009**

***An Equal Opportunity Employer***

*The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Drafted By: M/HR - SKombath

Cleared By: CONS – DTidwell/MMacleod

Approved By: MGMT - AGabrielson